



**City of Hampton**  
**PERSONNEL ADMINISTRATIVE INSTRUCTIONS**

<b>DATE:</b> September 1, 2004	<b>CHAPTER:</b> Five	<b>PAI No.</b> 4		
<b>REFERENCES:</b>	<b>SUBJECT:</b> Fire and Rescue Division Incentive Pay			
<p>Permanent Full-Time uniformed Fire and Rescue Division employees shall be paid educational pay. Educational incentive pay categories are not cumulative, i.e. each employee shall be paid for one category at a time. Payment of the educational incentive pay shall be discontinued effective the date the employee no longer meets the criteria for such pay.</p> <p>The granting of educational incentive pay shall be based on documentation acceptable to the Fire Chief and shall be made part of the employee's official personnel record maintained in the Department of Human Resources. The effective date of educational incentive pay shall be determined by the Fire Chief based upon determination of eligibility.</p> <p>Educational incentive pay shall be added to the employee's annual salary and become part of his/her base pay for the purpose of computing overtime, holiday pay, worker's compensation payments, insurance, and retirement benefits.</p> <p>Permanent Full-Time uniformed Fire and Rescue employees shall be paid educational or certification incentive pay in accordance with the following schedule:</p> <ul style="list-style-type: none"><li>▪ A total of six hundred dollars (\$600.00) per year upon satisfactory completion of an Associate's degree, or its equivalent in a job-related field of study as identified by the Fire Chief</li><li>▪ A total of seven hundred dollars (\$700.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Fire Chief</li><li>▪ A total of twenty-two hundred dollars (\$2,200.00) per year upon satisfactory completion of a Master's degree in a job-related field of study as identified by the Fire Chief AND ten (10) years of employment in a fire and rescue division position assigned to the Public Safety Pay Schedule</li><li>▪ A total of sixteen hundred dollars (\$1,600) for an EMT-C or EMT-I certification AND five (5) years of employment in a fire and rescue division position assigned to the Public Safety Pay Schedule</li><li>▪ A total of four thousand dollars (\$4,000) for an EMT-P certification</li><li>▪ A total of twenty-two hundred dollars (\$2,200) for an EMT-C or EMT-I certification, an Associate's degree, or its equivalent in a job-related field of study as identified by the Fire Chief, AND five (5) years of employment in a fire and rescue division position</li><li>▪ A total of twenty-three hundred dollars (\$2,300) for an EMT-C or EMT-I certification, a Bachelor's degree, or its equivalent in a job-related field of study as identified by the Fire Chief, AND five (5) years of employment in a fire and rescue division position</li></ul>				
<b>Approved By:</b>  Dianne R Foster, Director of Human Resources		<b>Chapter No.</b> 5	<b>PAI No.</b> 4	<b>Page No.</b> 1
		<b>Revision Date:</b> July 1, 2004		

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- A total of thirty-eight hundred dollars (\$3,800) for an EMT-C or EMT-I certification, a Master's degree, or its equivalent in a job-related field of study as identified by the Fire Chief, AND ten (10) years of employment in a fire and rescue division position
- A total of forty-six hundred dollars (\$4,600) for an EMT-P AND an Associate's degree, or its equivalent in a job-related field of study as identified by the Fire Chief
- A total of forty-seven hundred dollars (\$4,700) for an EMT-P AND a Bachelor's degree, or its equivalent in a job-related field of study as identified by the Fire Chief
- A total of sixty-two hundred dollars (\$6,200) for an EMT-P, a Master's degree, or its equivalent in a job-related field of study as identified by the Fire Chief, AND ten (10) years of employment in a fire and rescue division position

Approved By:

Dianne R Foster, Director of Human Resources

Chapter No.

5

PAI No.

4

Page No.

2

Revision Date: